

Whistleblower Reporting and No Retaliation Policy

Adopted: 5/16/2022

Reviewed: 5/16/2022

Purpose:

Believe in Me requires all board members, managers, staff, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Believe in Me, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The purpose of this policy is to help prevent, detect and deter noncompliance by requiring all board members, managers, staff, and volunteers to report conduct, incidents or practices that may violate Believe in Me policies or related state and federal laws and regulations, and prohibiting retaliation against individuals who make good faith reports.

Reporting Responsibility

It is the responsibility of all board members, managers, staff, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No board members, managers, staff, or volunteers, who, in good faith, reports an ethics violation, or violation of law, shall suffer harassment, retaliation, or adverse employment consequences. Board members, managers, staff, or volunteers who retaliate against someone who has reported a violation in good faith is subject to discipline up to and including termination. This Whistleblower and No Retaliation Policy is intended to encourage and enable all board members, managers, staff, volunteers and others to raise serious concerns within Believe in Me prior to seeking resolution outside Believe in Me.

Reporting Violations

Believe in Me has an open-door policy and suggests that all board members, managers, staff, and volunteers share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a supervisor is the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with a member of the Executive Governance Committee or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to Believe in Me's Compliance Officer who has specified an exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Believe in Me's open-door policy, individuals should contact Believe in Me's Compliance Officer directly. If the concern involves the Compliance Officer then contact the Chief Executive Officer, Vice Chair, or Chairman of the Board.

Any person wishing to make a confidential complaint should leave a message on the Believe in Me Compliance Hotline at (509)-818-0321 or email compliance@believeinme.org. All complaints will be followed up within 48 hours of receipt. Board members, volunteers, and staff who are exiting the organization will be offered the opportunity to have an exit interview with the Corporate Compliance Officer.

Compliance Officer

Believe in Me's Compliance Officer shall be responsible for investigating and resolving all reported complaints and allegations concerning violations and, at their discretion, shall advise the Chief Executive Officer and/or the Compliance Committee. The Compliance Officer has direct access to the Board of Directors and shall document and report all violations to the Board of Director at least annually on all compliance activity.